



**JFHQ, HUMAN RESOURCE OFFICE
MARYLAND NATIONAL GUARD
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288**
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VACANCY ANNOUNCEMENT NUMBER	#06-005
POSITION:	TRAINING ADMINISTRATOR, GS-1712-11, PD#: 70229, Seq #: 307006 SALARY: \$52,468 TO \$68,209 (Steps 1-10) per hour and full range of benefits. Relocation expenses will not be paid.
DUTY LOCATION:	HQ, 70th Regiment (LDR) 13720 Omaha Beach Circle Reisterstown, Maryland 21136
OPEN PERIOD:	OPENING DATE: 26 October 2005 CLOSING DATE: 25 November 2005 The resume or application must arrive at the Human Resource Office (address above) no later than 5:00 p.m. on the closing date indicated.
WHO MAY APPLY:	INDEFINITE: This is a Maryland Army National Guard Excepted Service (Dual-Status) Technician position open to current Commissioned Officers of the Maryland Army National Guard and those eligible for Commissioning.
DUTIES:	Responsible for forecasting, planning, developing, directing and managing the Officer Candidate School and Warrant Officer Candidate School at the 70 th Regiment (LDR). Responsibilities include developing memorandums, policies, SOP's and directives. Responsible for drafting Warning Orders, OPOD's, Training Schedules, and Programs of Instruction. Ensures that established admissions, academic, and leadership standards are adhered to. Continually monitors the operation of the OCS/WOCS to ensure effective and efficient operation. Serves as principle advisor to the unit commander on leadership development of OCS and WOCS cadre. Coordinates school requirements and maintains liaison with 70 RGT (LDR) Operations Section. Responsible for the preparation and justification of OCS and WOCS budget estimates. Provides OCS-specific and WOCS-specific guidance to the staff, faculty, and support personnel. Oversees the preparation and maintenance of personnel, academic and leadership records for staff and students. Schedules cadre qualification/certification training. Schedules and provides and provides assistance with OCS and WOCS recruiting presentations. Conducts OCS and WOCS information briefings as required. Attends training conferences as required. Maintains OCS and WOCS candidate data as required. Provides timely reports to OCS and WOCS proponent schools. Supervises Quality Assurance/Quality Control Section during Annual Training. Supervises subordinates engaged in training and support work may supervise non-federal employees. Performs other duties as assigned.
QUALIFICATIONS REQUIRED:	General Experience: Practical experience in a trade, craft, occupation or subject appropriate to the position to be filled. Specialized Experience: Must possess 36 months experience which provided the candidate with a practical knowledge of the methods and techniques used in military instruction and training. Experience must have provided the candidate with knowledge of military operations, organizations, equipment, Military Occupational Specialties (MOS's), and mission of the units assigned to the Maryland Army National Guard. Through experience, must have demonstrated the ability to develop, revise, and evaluate short and long range training plans and exercises; identify training needs and provide guidance and assistance to staff level training personnel. Knowledgeable with computer systems, software, data base management to generate statistical reports required by the Commander and staff of the 70 th Regiment (LDR). Must attend within one year TAPC training, and TTOC, TAC, or TQC Physical Effort: The work is primarily sedentary, although some slight physical effort may be required. Military Compatibility: Prior to appointment to this position the selectee must be qualified for, or assigned to a compatible military position in one of the following DMOS/DAFSC specialties: MOS: Branch immaterial - O1A assigned to any Maryland Army National Guard unit in the state. <i>SPECIAL NOTE: BASED UPON THE DECISION OF THE INCUMBENT TO EXERCISE THEIR RE-EMPLOYMENT RIGHTS, SELECTION MAY BECOME PERMANENT WITHOUT FURTHER COMPETITION. A NEW EMPLOYEE (IF SELECTED) WILL BE APPOINTED AS AN EXCEPTED TEMPORARY INDEFINITE TECHNICIAN. A CURRENT PERMANENT EXCEPTED MARYLAND ARMY NATIONAL GUARD TECHNICIAN (IF SELECTED) WILL REMAIN A PERMANENT EMPLOYEE. THE SELECTEE MAY BE REQUIRED TO VACATE THE POSITION IF THE INCUMBENT RETURNS.</i>
BASIS FOR RATING:	Substitution Of Education for Specialized Experience: Completion of the U.S. Army Command and General Staff College's Combined Armed and Services Staff School (CAS3) will be substituted on a month for month basis for the specialized experience.

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	<p>APPLICANTS WHO ARE SUBSTITUTING EDUCATION FOR SPECIALIZED EXPERIENCE (TOTALLY OR PARTIALLY) MUST INCLUDE EITHER AN OFFICIAL COLLEGE TRANSCRIPT; OR STATEMENT FROM THE REGISTRAR, DEAN, OR OTHER APPROPRIATE OFFICIAL OF THE COLLEGE OR INSTITUTION.</p>
KSA's (Knowledge, Skill, & Ability)	<p>Applicants meeting the basic qualifications may be further rated and ranked on their experience related to the knowledge, skills and abilities (KSA's) stated below. These KSA's are essential for successful performance in the position. Each applicant should fully explain on their resume or application or on a separate attachment how they meet each KSA listed below: Address the following factors in detail; giving dates of experience and in what position the experience was gained. This information is used only for ranking and rating of applicants and not used for qualifying applicants. Resume must reflect applicable experience.</p> <ul style="list-style-type: none"> (a) Knowledge of the methods and techniques used in military instruction and training; (b) Ability to develop short and long term training plans and methods to include exercises, special training requirements, overseas deployment training, individual training and evaluation, annual training, and special actions; (c) Ability to provide advice and assistance to subordinate commands; (d) Ability to independently plans, organize and carry out work assignments; and (e) Ability to use Microsoft Office Software Applications to perform various administrative functions relating to Plans, Operations, and Training.
HOW TO APPLY:	<p>Persons meeting the requirements or qualifications for this position must submit a complete application to the address listed in the header section of this announcement.</p> <p>Complete, assemble, sign and send the following:</p> <ul style="list-style-type: none"> (1) An OF 612, SF 171 or a Resume with the information requested on (HRO RESUME GUIDANCE for applying for Federal positions). MDNG HRO Pamphlet 1-335 (<i>Applying for Maryland National Guard Technician Employment</i>) and OF-510 (<i>Applying for Federal Employment</i>) can be reviewed for further reference. (2) Applicable Documentation requested in the Announcement. (3) A separate resume or application is required for each vacancy announcement. Resumes or applications, which do not provide all the information requested in the vacancy announcement or attachment may cause loss of consideration for this position. If necessary attach additional pages, include your Name, Social Security Number, Rank, MOS/ AFSC and the Vacancy Announcement Number on each page. Resumes or applications will not be returned. Qualifications will be based solely upon information supplied in the application packet. (Described in depth, in the applicant's own words.) Experience will be evaluated based upon relevance to the position for which the application is made. Description of experience should include job titles, starting and ending dates (DD/MM/YY), hours per week, duties, accomplishments, rewards, awards, employers' name and address, supervisor's name, and phone number, and if we may contact him/her. (4) Federal Technicians (current and prior) need to supply highest previous grade and step. (5) You are allowed to email applications or resumes. (6) Fax resumes and applications will not be accepted. (7) APPLICATIONS/ RESUMES THAT HAVE BEEN MAILED IN A U.S. GOVERNMENT ENVELOPE WILL NOT BE ACCEPTED. <p>In addition, applicants are requested to submit "Background Survey Questionnaire." The Background Survey Questionnaire will not be used in the selection process. The information will be used for statistical purposes only, and disclosure by the applicant is discretionary.</p> <p><u>CONDITION OF EMPLOYMENT:</u></p> <p>As a condition of employment, all National Guard Military Technicians are appointed in the excepted service under the authority of 32 U.S.C. 709, and are required to serve a one-year trial period. This trial period is used to monitor the employee's job performance, personal conduct, and determine if they possess the qualities necessary for continued government service.</p> <p><u>WAGE GRADE Employees:</u> Selectee(s) will be required to satisfactorily complete a Physical Examination prior to being assigned to this position. Upon notification of Selection, Selection package will be forwarded. Point of Contacts to schedule a Physical Examination for: ARMY is 1LT Sahid-Hicks (410) 436-6279; AIR MSgt Bloodworth (410) 918-6289.</p>
INFORMATION FOR CURRENT OR FORMER MILITARY PERSONNEL:	<p><u>MILITARY SERVICE (IF APPLICABLE):</u> Resumes or applications must include: (a) Branch (including National Guard); (b) Inclusive dates of military service (c) MOS/AFSC's or SSI's held or previously held; (d) Title and dates of military schools; (e) Military grades held, description of military duties performed and (f) current unit of assignment.</p> <p><u>CREDITING EXPERIENCE:</u> National Guard military (part-time) service is considered as full-time experience when evaluated against the qualification requirements for a technician position. The applicant is</p>

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	credited with actual number of months the member has been in the National Guard provided such service is related to the position to be filled.
The Maryland National Guard is an Equal Opportunity employer. Qualified applicants receive consideration without regard to age, race, color, religion, sex, national origin, lawful political or other affiliations, marital status, membership or non-membership in an employee organization, or any handicap which does not interfere with accomplishment of position requirements. Provisions of Tech Pers Reg 335-2 (Merit Placement Plan) dated 1 Dec 96 apply.	